**SUSTAINABLE DEVELOPMENT POLICY**

**& IMPLEMENTATION PLAN**

1. **SUSTAINABLE DEVELOPMENT POLICY**

1.1 This policy adopts the definition of sustainable development outlined in The Brundtland Report: “Development which meets the needs of the present without compromising the ability of future generations to meet their own needs”[[1]](#footnote-1). Folkestone CLLD recognises the importance of taking a sustainable development approach to project design and implementation.

1.2 This policy commits the Lead Partner, the Local Action Group and organisations engaged in the delivery of grant funded support to work to meet the requirements of the sustainable development policy.

**Environmental Impacts**

1.3 Folkestone CLLD recognises that the nature and scale of its activities impacts on the environment and that it has a responsibility to manage its activities in a way that reduces negative environmental impacts and increases positive impacts.

1.4 The project will aim to minimise the:

* use of energy to reduce carbon emissions;
* use of water;
* use of resources;
* emissions from transport and reduce the impact of travel (based on ‘walking, cycling and public transport first’ principle);
* production of waste and increase reuse and recycling;
* loss of biodiversity;
* our carbon footprint.

**Social Impacts**

1.5 The community is at the heart of the Folkestone CLLD project and through its actions it will support:

* An innovative and productive local economy;
* Increased health and wellbeing to those in the most disadvantaged areas;
* Increased work and study opportunities for those in the most disadvantaged areas.

1.6 In implementing this policy, the project team and delivery organisations will furthermore:

* Comply with all relevant legal requirements including: (a) disposal of its waste using a registered waste collector and (b) observe and comply with the Waste Electrical and Electronic Equipment (WEEE) regulations;
* Give appropriate consideration to environmental and social criteria when purchasing products and services and select contractors and suppliers who can demonstrate environmental management and performance in line with this policy and/or social benefit such as Fair Trade;
* Raise awareness of appropriate environmental issues amongst those engaged with the project. This will include staff, participants, subcontractors and the wider community;
* A sustainable development implementation plan will ensure objectives and targets are set, and their progress monitored and reported regularly to the Local Action Group (LAG) during the lifetime of this project. The final project evaluation will include a review of the project approach to sustainable development.

**Monitoring and Reviewing**

1.7 The CLLD Sustainability Policy will be reviewed by the LAG. The LAG will ensure the Policy remains up to date and the supporting implementation plan is delivered effectively by:

* Reviewing the Policy and the supporting Sustainable Development Implementation Plan annually to ensure it is consistent with current legislation, and codes of practice;
* Developing and monitoring progress on the Sustainable Development aims set out in the supporting Implementation Plan;
* Ensuring the Sustainable Development Objectives are specific and measurable to enable the FHDC Project team and LAG to monitor progress;
* Ensuring if consultation or engagement reviews are required they take into account the views of elected members, staff, community and voluntary groups.

**Sustainable Development Implementation Plan**

1.8 Whilst a sustainable development implementation plan would most normally consider both environmental and social issues, this project plan focuses on the key environmental issues identified in the Sustainable Development Policy. A strong focus on environmental issues is a requirement of ESIF, the co-funder of the Folkestone Community Works CLLD programme.

**Action, Review and Monitoring Timelines**

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| **Action**  | **Time Period** |
| ESIF Grant Agreement signed – Folkestone CLLD goes live, Sustainable Development Implementation plan reviewed and approved by LAG. | Feb 2018 |
| Programme Management team in place and responsibility for Implementation Plan agreed with named team member.  | Feb 2018 |
| Project Workshops with potential applicants include guidance on Sustainable Development Policy and Implementation Plan requirements. | March/April 2018 and subsequent calls |
| All Delivery Body grant recipients will receive guidance and training on Folkestone CLLD Sustainable Development Policy and Implementation plan as part of induction in 1:1 review meeting. |  As required |
| All Delivery Bodies will be required to provide Sustainable Development Implementation. Plans and provide updates to the Folkestone Project Delivery team on a ¼rly basis (to coincide with ESIF reporting periods). Key highlights or concerns will be included in ESIF project reports. The Project team will also ensure that the management of the programme is reviewed against its own Sustainable Development Implementation Plan.  | Ongoing |
| Updates will be provided to the LAG with any concerns or best practice highlighted. | Ongoing |
| The programme management team will compile an annual update to the LAG to support their review of the projects Sustainable Development Policy and Implementation Plan.  | Annual |
| All implementation plans, monitoring and final achievements will be included in an end of project evaluation.  | TBC |

1.9 At project initiation, the team will be engaged with the concept of their environmental impact in terms of waste minimisation, recycling and energy consumption/CO2 emissions through a training programme. All new staff members will receive copies of the Sustainable Development Policy and Implementation Plan during their induction process. Additionally, they will be provided with the FHDC Environmental Policy. All staff will be clear on their responsibilities at a team level to ensure these messages are communicated at presentations, to stakeholders and in online project information.

1.10 As part of this communication process, all delivery providers will be required to work to this implementation plan as part of their project support. Information will be required from each delivery partner, on progress, on a quarterly basis as part of the claims process. Each delivery provider will also be required to demonstrate how they will communicate these issues to the individuals and businesses they work with. They will be asked at commencement of delivery to identify ways in which they can demonstrate to the CLLD project team that this is being undertaken and any positive changes noted.

1.11 As part of the process of approving delivery organisations, the eligibility criteria will require that organisations operate with sustainable development or environmental policies and that this will be explored further during the project application phase.

1.12 The following approaches will be reviewed and developed by the project team at inception of the Folkestone CLLD programme:

1. All project and delivery organisation staff will undergo training to support the effective delivery of the Sustainable Development Implementation Plan. This will include addressing key issues noted in the plan and how they will relate to practical activities such as day to day operations, participant support, and event management.

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| **ENVIRONMENTAL TRAINING** |  |
| BASELINE | Level of environmental knowledge and its application prior to course (questions at start of training) |
| BASELINE DATA to be collected | Number of individuals attending courses (sign in sheet) |
| ENHANCEMENT | Increase capacity to reduce environmental impacts |
| Data to be collected | Increase in individuals environmental knowledge (survey at end of training) |
| MEASURE | Number of individuals supported to enhance environmental knowledge and improved ability to implement change |

1. Travel: a five-year estimate of travel is unlikely to provide a relevant baseline for this measure so it is recommended that the team use a baseline of ‘all journeys undertaken by petrol based car with single person occupancy’

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| **TRAVEL** |  |
| BASELINE | journey by car with single person occupancy to undertake project activity |
| BASELINE DATA to be collected | Mileage for all journeys undertaken, by staff member: engine capacity and type of fuel for the car of each staff member |
| MINIMSATION  | Use lower emissions form of transport |
| Minimisation Data to be collected | Length of journeyAlternative mode of travel: on foot, by bicycle, bus, train or car sharing (including number of occupants) |
| MEASURE | Reduction in Tonnes CO2 to Baseline over the lifetime of the project |

1. Energy minimisation in buildings: At this stage in the project development no team has been appointed or premises agreed. It is possible that direct measurement of energy use could be complex if the team are situated in Council offices.

 An alternative measure could be a baseline estimation of the energy use of equipment with minimisation based on switch off campaigns and spot checks.

1. If any building refurbished is listed or otherwise not subject to the EPC regime, then alternative measures may be considered for that building

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| **ENERGY - Building Refurbishment** |  |
| BASELINE | Energy Performance Certificate (EPC)before refurbishment |
| BASELINE DATA to be collected | Energy Performance Certificate (EPC)rating before refurbishment |
| ENHANCEMENT | Improved energy performance |
| Enhancement Data to be collected | EPC rating after refurbishment |
| MEASURE | EPC rating |

All CO2 reduction calculations based on DEFRA Greenhouse emissions conversion factors - <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2016>

1. Waste and Reduce: Reuse: Recycle

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| **WASTE – General Project Delivery**  |  |
| BASELINE | 3 months estimate of number of bags of mixed waste, paper/cardboard and any other separated materials |
| BASELINE DATA to be collected | Collect data on 3 months of office waste |
| MINIMSATION  | Reduction in volume of bags of waste produced, greater proportion recycled |
| Minimisation Data to be collected | No. of bags as per definition categories above (or as amended at inception by project team) |
| MEASURE | Reduction in waste bags producedEstimate of material sent to recycling as a % of total waste |

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| **WASTE – any building refurbishment undertaken or funded**  |  |
| BASELINE | Waste estimation at Design Stage |
| BASELINE DATA to be collected | Waste to be identified by type  |
| MINIMSATION  | Work with contractor and use Waste hierarchy to identify reduce, reuse and recycle opportunities |
| Minimisation Data to be collected | Minimisation to be identified through waste management plan. Evidence: copies of waste transfer notes  |
| MEASURES:  | Reduction in Material useIncrease in re-use of materialsIncrease in recycling of materials |

1. Efficient use of ‘Sustainable Materials’

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| **Material Use – any building refurbishment undertaken or funded**  |  |
| BASELINE | Waste estimation at Design Stage |
| BASELINE DATA to be collected | % of reused materials, % materials with recycled content, % identified with lower carbon footprint than standard product (i.e. low energy lighting), site water usage  |
| ENHANCEMENT  | Work with designer and contractor  |
| Data to be collected | Designer to provide baseline vs standard buildContractor to provide on-site pictures highlighting use of materials in buildInformation on products used to be collated |
| MEASURES:  | Case study identifying benefits of using sustainable materials |

1.13 Biodiversity is also an issue considered in the Sustainable Development Policy. This has not been set as a measure but will be explored further by the project team to see if opportunities exist within the area and scope of the project to affect positive change.

**Monitoring and Reviewing**

1.14 The CLLD Sustainability Implementation Plan and the indicators adopted to measure impact will be regularly monitored by the LAG. Information will be required from each delivery partner, on progress, on a quarterly basis as part of the claims process and this will be reported to the LAG as part of the monitoring process. In addition the Sustainable Development Implementation Plan will be reviewed annually to:

* Report on progress of the Implementation Plan for the CLLD programme to the LAG;
* Ensure the appropriateness of the Sustainable Development Objectives in light of any regulation change and that those chosen are the optimum ones selected to monitor impact.

1.15 The final project evaluation will include a review of the project approach to sustainable development.

1. World Commission on Environment and Development (1987) [↑](#footnote-ref-1)